

SECRET

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UNITED STATES GOVERNMENT

Memorandum

TO : Acting Chief, Contact Division

DATE: 12 June 1962

FOR : Index []

FROM : []

SUBJECT: Records Control Schedule

We concur with your disposition instructions on all but the following:

1. OFFICE OPERATIONS AND ADMINISTRATIVE FILE

Destroy other than policy papers when 3 years old.

Funds Accountings - since an actual audit has never been made [] we feel that all accounting records should be retained here until such time as complete audit is made.

(On 14 Feb 62, [] of the Audit Staff spent a day and a half spot-checking the accounting records. He found two matters which he was going to look into upon his return to HQ and said he would advise us regarding the retirement or destruction of our back files. Please refer to [] para 3 dated 14 Feb 62).

Travel Documents

Vouchered travel - concur.

Unvouchered travel - verbal instructions have been:

"Entertainment Sheets" are never destroyed. ✓

"Travel Vouchers" may be destroyed after auditing. When are the T. V. considered audited?

2. CONVENIENCE FILES (READING)

Suggest destruction when 2 years old.

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